

This Portfolio provides the elements of Project Academy's curriculum for young adults to enter both Society and the Business world.

PORTFOLIO OF LEARNING

Problem we are solving:

Project Academy is developing solutions (**American know-how**) that provide missing life-Soft skills and foundational skills in a pre-employment training program in our community **for young adults and supporting existing workers up-skill** in their employment opportunities.

These skills are necessary for the student to successfully interface and provide value with societal, educational, and business organizations.



Jump start your pre-employment learning process with our learning modules & tools

Includes:



**PROVIDED
MEASUREMENTS/ GOALS
& OUTCOMES .**



**PROCESS SHEETS AND
FLIP LEARNING**



**PROFESSIONAL
DEVELOPMENT FOR YOUR
STAFF**



Client Interface -*Module Incorporation*

Project Academy syllabus can be divided into modules to be used by the client in their particular environment. ***As an example, the potential customer may train students in coding but does not have a module for teamwork.*** In addition, we provide professional development to the customer to train their staff about our modules and their use and/or add additional foundational and life skills. Our approach is to work with the client and custom our processes to their needs.



Questions answered

Our focus when dealing with a potential client is to help them answer the following questions:

- ❖ What makes up the Business client?
- ❖ What does the corporate customer need from their employees?
- ❖ How do we get the trainee to embrace these new skills?
- ❖ Is innovation and creativity built into the trainee's mindset?
- ❖ Does the trainee see their life's purpose fitting their learning?



Partner Training Organizations

- **IBM... Skills Build** Learning

<https://skillsbuild.org/> IBM a free digital platform that gives every adult the opportunity to develop technology and professional skills regardless of your background, education, or life experiences

Google Learning <https://grow.google/>

Free training, tools, and resources to help you grow your skills, career, or business. Tied in with

<https://www.coursera.org/>

Coursera <https://www.coursera.org/>

EdX

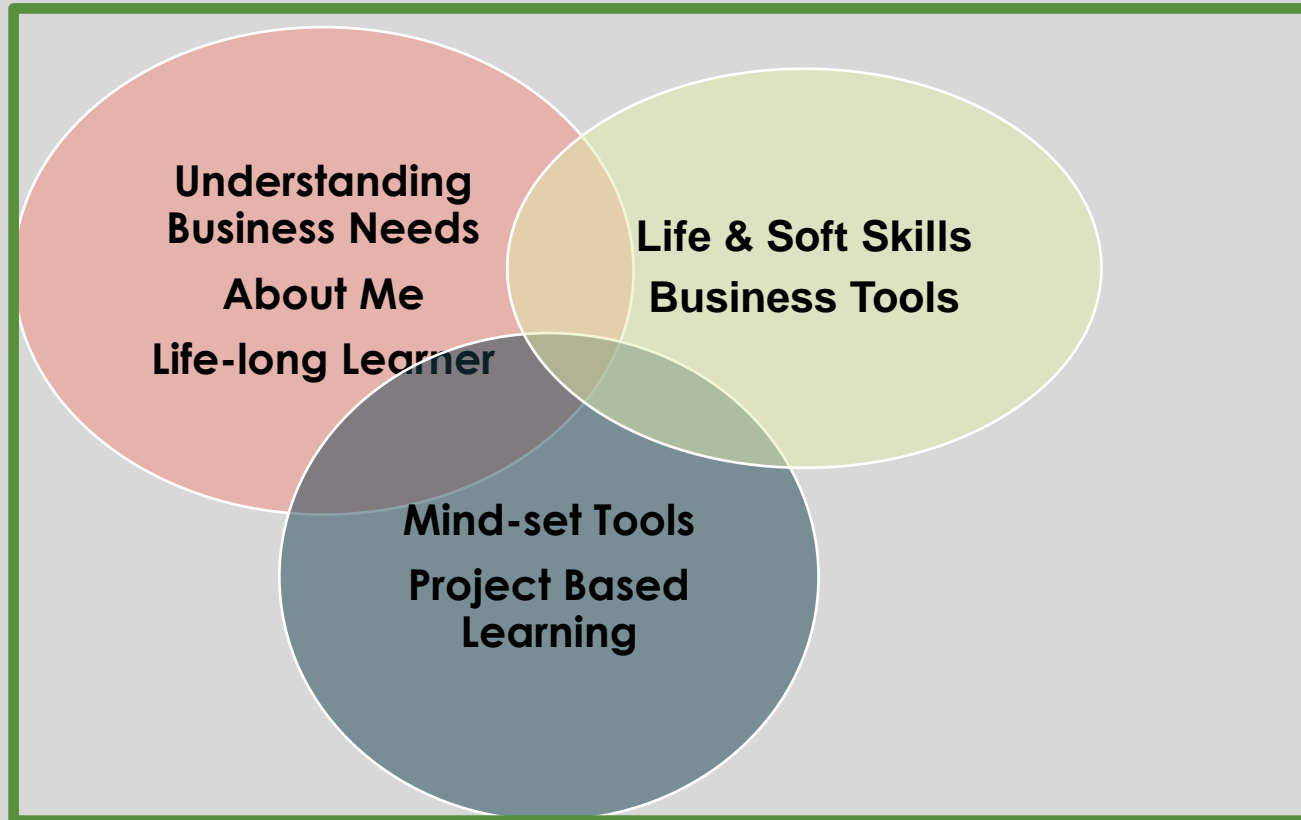


Foundational thoughts-Our beliefs

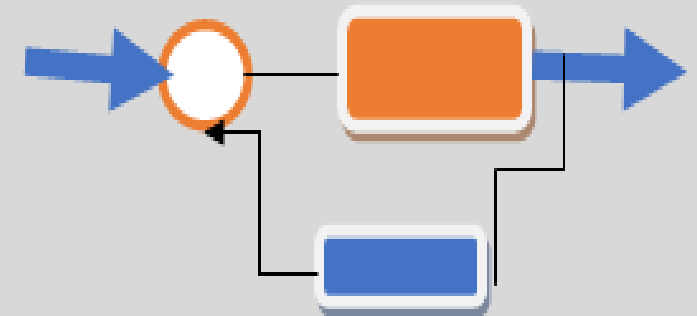
- All young adults have **worth**.
- They **will thrive** in business & society. when provided with life skills and foundational career skills
- They will become life-long learners when they **own their learning... Mindset thinking**
- A sense of purpose and goals are part of their journey.
- Its up to the student to own their learning not the instructor



Major Blocks of the Learning



How to learn



- Use Questions for learning
- Reflection on how can I learn this.
- Build examples in your mind on the new concept.

Overall process diagram

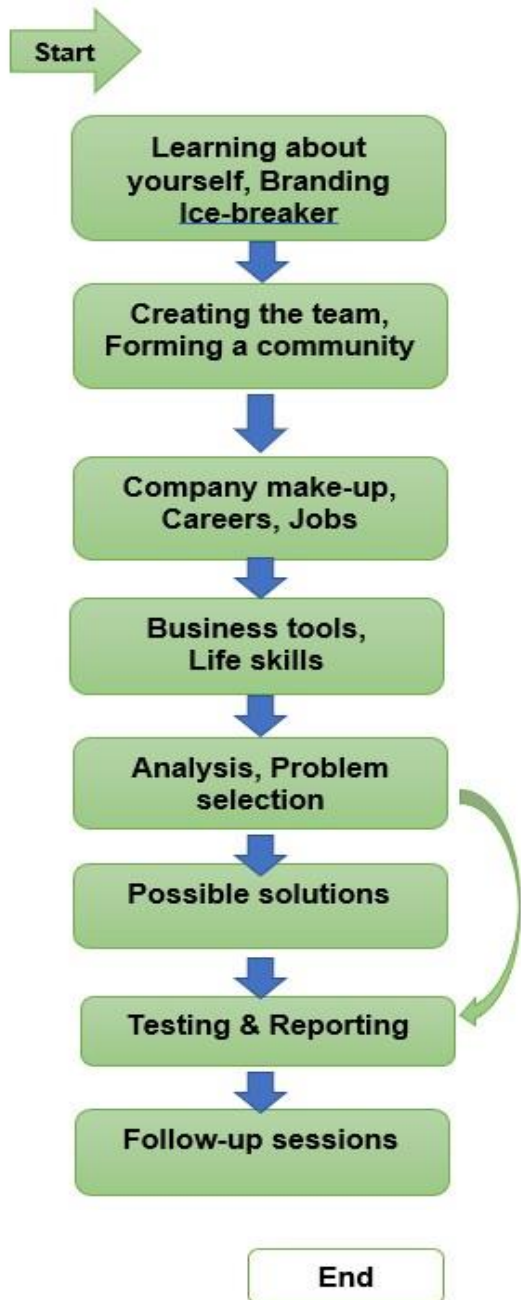


<http://projectacademy.org/trainer/index.html>

Thinking Associate

Developing people for the new economy

- Thinking Associates (TA)



Modules of our process

- • About self.
- Understanding the Company
- Developing plans
- Teamwork.
- Analyzing direction.
- Questioning.
- Creativity & Innovation
- Tools
- Problem-solving.
- Reflection/learning from mistakes.
- Reporting/ Metacognition
- Connection Themes



Includes:

- FLIP learning study guide
- Reference document list
- Classroom Facilitator guide



• About Me



Module Detail

Discover Strengths

Building your brand

Non-verbal... communication

Showing up

Your Purpose / Goals

SEL, Your Attitude

Ownership

Assessment



Construct a Company



Examples Detail

What makes up the organization ?

Organization Chart

Discuss various organizations

**Candy store, CVS, Electronics,
Pharmaceutical**

Processes within the company

Plans and guidelines

How do you fit in?



- **Learning to plan**



Examples Detail

Development business plan

Creating a Project plan

Self-advocacy plan

Conflict management

Creating a cultural organization

Problem solving plan

Critical and creative thinking plan

System thinking

Balance Scorecard measurement

Quality management plan

Presentation plan



• Teamwork

Create Charter.. Purpose

Culture.. Norms, Values, Roles

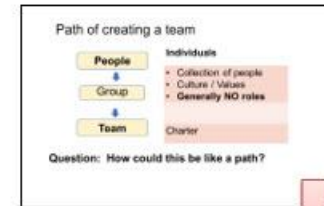
Dealing with conflict

Similarities to business/ society

Teamwork/ Leadership

Communications

Introduction to creating a team:
Why do we need a team?



Do Organizations have a Culture?

Discussion of the elements of the community culture

What is the culture of the team?
How is a learning team like a sports team?

Write up the results

The school will foster a **Team/community** based culture of a learning environment, with all treated as adults and with respect. What is our classroom culture? (How are we going to operate?)

Elements to discuss



- Elements of Culture
 - Language
 - Communication
 - Symbol
 - Gesture, sound, color, design
 - Values
 - Goodness and beauty
 - Beliefs
 - Shared ideas
 - Norms
 - Rules and expectations
 - Rituals
 - Rites and Public ceremony

Is diversity good for a team?

Essential Questions I must answer:

- 1. What do I bring to the team?
- 2. What are our commitments to one another?
- 3. What differences exist between us?
- 4. How will we operate?
- 5. How will we know we are succeeding? What benefits does a team approach help in solving problems?

How are we going to work together – handle conflicts

Creating a team charter

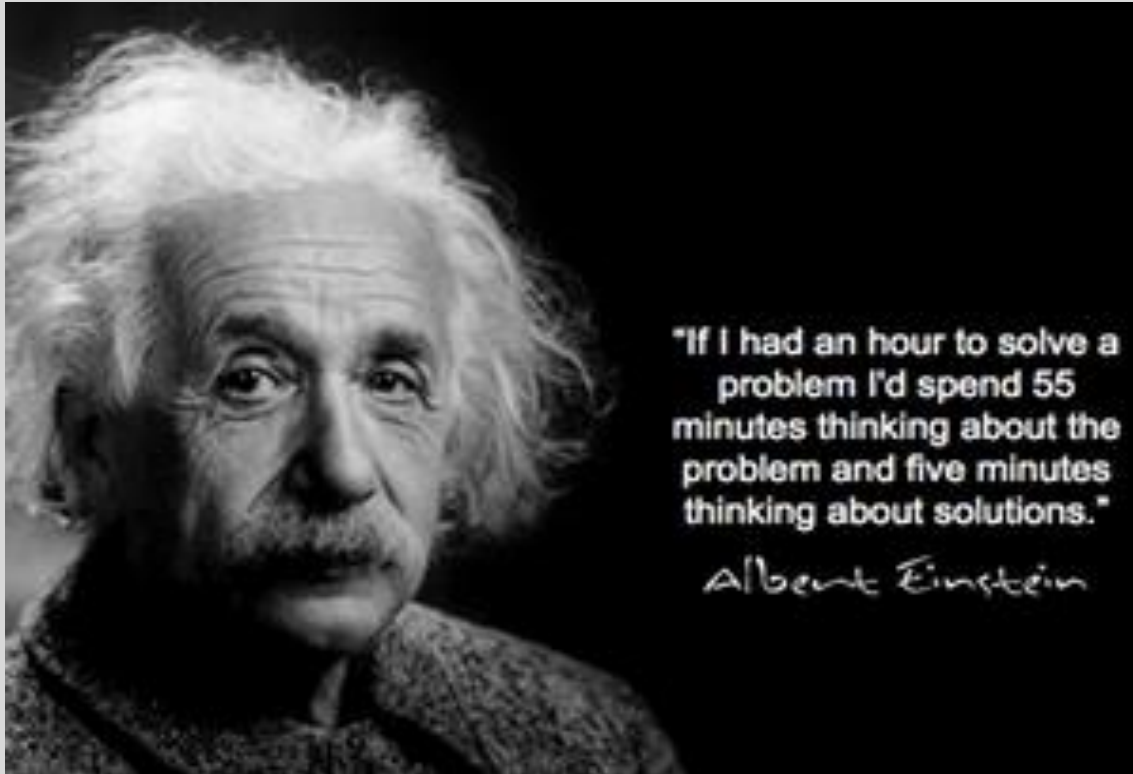
The Charter Covers:

- Goals (Fun, ...),
- How will we be measured at the end,
- Roles that the team will do, (Scribe, Captain, Planner, Advisor, Tester, Public reporter,
- Our values, ... Curiosity, Trust, Flexibility,
- Deliverables?
- How will we handle conflicts?

Sports team
Jazz group
Project team



• Analyzing Direction



Module Detail

Identify the need or problem

Research on the issue

Find Root Cause

Framing the issue

Developing Requirements



• Questioning

Getting the Team / Individual to create their own questions

Isidore I. Rabi .. (Nobel Prize in Physics in 1944), says his mother would ask him each day when he returned from school “did you ask a good questions today” that made me become a scientist.

What makes a question good?

- A good question makes you think.
- A good question is one that does not have an immediate answer, because it requires some thinking, feeling and application to previous knowledge.
- A good question opens doors. It demands more than a yes or no answer.

Module Detail

Base thought... to start

Divergent ... Brain storming

Discuss types of formats

Convergent ... 3 Best

Test questions

Make Just One Change Teach Students to Ask Their Own Questions DAN ROTHSTEIN,LUZ SANTANA

A question is an invitation to keep on thinking



• Creativity & Innovation

The bigger the problem the bigger the opportunity- No Problem -no solution, no company --- Vinod Khosla

- Curiosity
- Open-mindedness
- Learn from your mistake
- Persistence

Module Detail

Curiosity, Questions & Fun

Introduction to thinking tools

Review Rubrics

Divergent/Convergent thinking

Teaching Innovation



Corporate tools to support our learning

Some Specifics:

- Business & Learning tools
 - Interpersonal skills
 - Thinking skills
- Supply-chain innovation
 - Process management
- Distribution infrastructure
 - Customer focus, Quality Management
- Digital tools (cloud, social)
- Social media, Google docs

Module Detail

Corporate Tools
Life Skills
Job Finding
Communications
Measurement tools



List of tools –Business (Foundational)

Info-Mapping --- Makes the document easier to read

Mind-Mapping---A mind map is a diagram

Process Sheets--- lists the exact sequence of operations needed to complete the job

Project Management---

Flow Map--- represents a workflow or process

Quality Processing--- tools to improve and continuous improvement

Balance Score card --- measurement in 4 buckets

6-Sigms--- Motorola's measurement of errors

Material-Flow JIT --- The just-in-time (JIT) inventory system /Toyota system

Closed-loop processing --- Regulates a process

Financial Literacy ... The riches man in Babylon by George S. Clason

A Gantt chart ... Controlling your schedule / plans

• Community Life Skills

Community Attributes:

Thoughts	Life-Skills / Actions
Wisdom: good decisions and taking the path that provides value to all (society)	Thinking skills (creative, critical, system), SEL learning, Decision making, Reflection, Innovation
Community: People and relationships count	Listening skills, communication skills, teamwork, Interpersonal skills, Relationship, Measurements, Trust, Honesty, Empathy
Social justice: leaving the world a better place than you found it	Problem solving skills, positive outlook, Curiosity, Process skills, Executive functions
Purpose: Sense of direction that you achieve, the goals you set	Put first things first, Pro-active outlook, Begin with the ends in mind, and Win-Win for all, Time-management, Project planning,

Module Detail

We all need a set of core **life skills** (or, **adult** capabilities) to manage work, family, and relationships successfully

Respectful dealing with others (Professionalism)

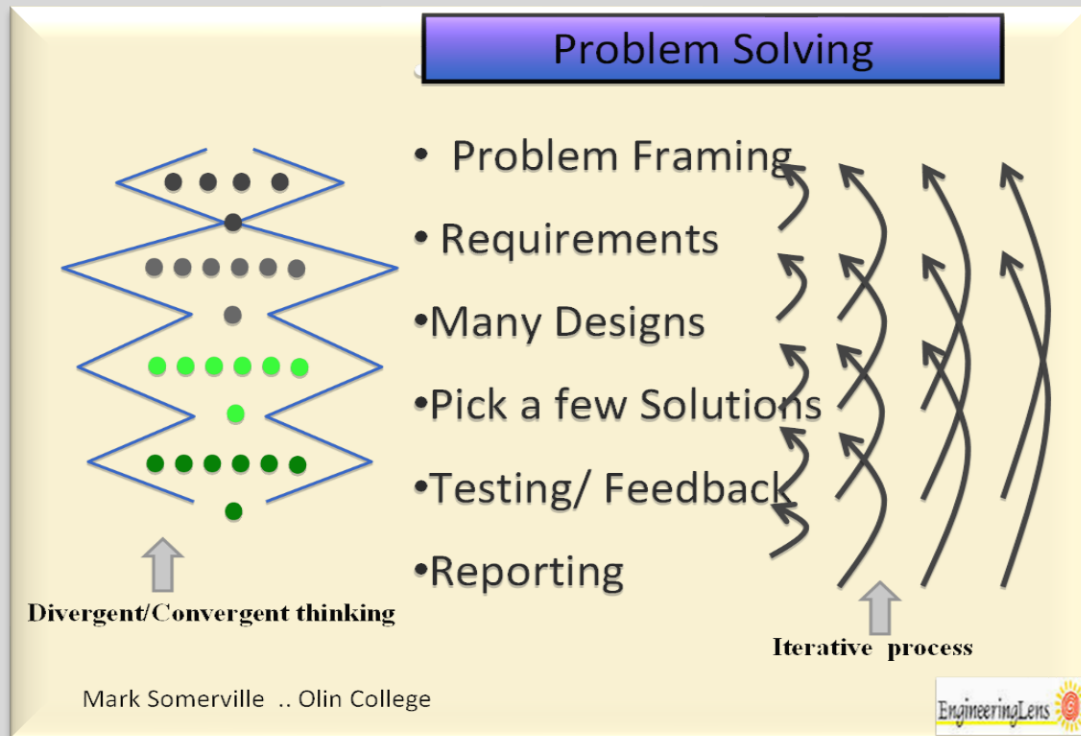
Brain Plasticity ... we continuously are able to learn new things

Trust, Respect, Empathy, Listening, Independence, Collaboration, Kindness,

Gratitude, Flexibility



• Problem Solving



Module Detail

Brain writing ... many designs

Converging

Shaping your design

**Decision making/
Requirements**



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• Reflection/ Learning from mistakes

Criticism The ability to examine, analyze, compare, evaluate, make judgments, and form opinions

Creativity The ability to imagine, originate, invent, design, and develop new things

Curiosity The ability to wonder, question, investigate, explore and seek out new information.

Concentration The ability to pay close attention and stay on task.

Correction The ability to correct errors in one's own attitudes, beliefs, and actions

Control The ability to effectively govern one's own conduct.

Module Detail

Reflecting on your design

Testing

Taking risks

Re-design

What have you learned



Module Detail

- **Reporting / Metacognition**



Meta-Cognition

Reaching out to others in your field

Reporting... Presentation

Leaving a time capsule for the next group of what you would change

Celebration

Students will work cooperatively to develop a verbal and visual presentation. Having a public product ups the stakes for students, leading them to do higher quality work.

No one wants to look bad in public.



Follow-Up after the process

“In my whole life, I have known **no** wise people (over a broad subject matter area) who didn’t read all the time — none, zero. You’d be amazed at how much Warren reads — and at how much I read. My children laugh at me. They think I’m a book with a couple of legs sticking out.” — [Poor Charlie's Almanack](#)

"Without the method of learning, you're like a one-legged man in an ass-kicking contest. It's just not going to work very well." — [2021 Daily Journal AGM](#)

Charles Munger

Module Detail

Monthly follow-up

Mentoring each other

Networking meetings

Continuous learning

Project Academy



FLIP Learning... Example

The idea for the “FLIP learning” is to review the course info. prior to either the classroom or on-line discussion to prepare yourself.

FORMING THE TEAM Team Charter:

It spells out the team's mission, scope of operation, objectives, consequences, and, if applicable, time frame

Collaboration	Time management	Negotiation
Listening skills	Assessment & Reflection... Seeing the good in all of us. May not love the person, but they are a human being	
Communication Skills	Make your teammate successful.	Empathy
Create a Culture: Norms, Language, Symbols, Rituals, Values		Diversity
Description of training: How are we going to work together? What do I bring to the team? Similarities to Sports Team		

Module Detail

Work with your learning buddy

Reading ... *before class*

Watch video...*on subject*

Discuss with your teammates ... *Skills*



Mindset Thinking

Owners mindset thinking:

Students are shown how to be an owner of their own business; what's involved with their customers, suppliers and staff. Thinking like an owner allows you to interface and understand your boss/teacher and constantly improving your skills. A connection is made between ownership and creating a learning organization.

Cultural Engineering mindset thinking (CEM):

Activities around the process that cover all the details to make it successful. Its assuring that all the team are aware of items, plans are created, deliverables are met, problems solved, and the customer is informed. An analytical approach is taken and leadership / management is exercised.

Growth mindset:

Brain Plasticity... The brain is like a muscle ... Use it or lose it.

Coach mindset:...Each team member becomes a coach to another in learning the life skills necessary to be successful in business and society. Team members are taught what it is to be a coach.

Team mindset:... To b successful you need to work and support each other.

Brand mindset:... Who are you and how do you share it with others

Module Detail

Think like an Owner Mindset

Growth vs fixed

Agile Mindset Customer, teams, flexibility

Coach Learning with other

Engineering problem solving

Team Flexibility & Culture

Branding Presenting your strengths



Connection items: *tying learning together*

- **Learning from strengths not weakness**
- **Project based learning.** *Doing versus caulk & talk*
- **Ownership.** *Act like an owner*
- ***Outcomes/ Reflection / Measurements***
- **Industry needs.** *What skills does business want*
- **Technology future.**



Connections: Ownership. *Act like an owner*

- This ownership mindset follows the path of owning your own business but applies to students owning their learning as well. It's you have control of what you do, identifying your customer and making things better for them; knowing what your product is and looking to make it better. It is treating your peers and suppliers in a respectful manner and being innovative in making things better.



Connections: Ownership. *Act like an owner*

- **What is your business** ... Its you and your skills, attitude and values
- **Selling yourself-** What's your brand? How do you want people/organizations to see you?
Learning to network with others
- **Becoming a process designer** Who does steps, when they do steps and where are the steps preformed
- **You have customers** (your teacher, supervisor, company) ... How do you served them (What's their needs) and make them successful?
- **Improving your business** – Its being a lifelong learner, you sell knowledge and skills;
Developing your skills in problem finding and solving
- **Partnering with others** – Working with your peers in a team environment ... **Developing a learning team (culture)**
- **Connecting with community** – working with others for the benefit of your team.
- **Quality focus-** looking for continuous improvements in the services you provide.



Connections: Industry needs. *What skills does business want*

2022 Skills Outlook

Growing

- 1 Analytical thinking and innovation
- 2 Active learning and learning strategies
- 3 Creativity, originality and initiative
- 4 Technology design and programming
- 5 Critical thinking and analysis
- 6 Complex problem-solving
- 7 Leadership and social influence
- 8 Emotional intelligence
- 9 Reasoning, problem-solving and ideation
- 10 Systems analysis and evaluation

WORLD
ECONOMIC
FORUM

COMMITTED TO
IMPROVING THE STATE
OF THE WORLD

Declining

- 1 Manual dexterity, endurance and precision
- 2 Memory, verbal, auditory and spatial abilities
- 3 Management of financial, material resources
- 4 Technology installation and maintenance
- 5 Reading, writing, math and active listening
- 6 Management of personnel
- 7 Quality control and safety awareness
- 8 Coordination and time management
- 9 Visual, auditory and speech abilities
- 10 Technology use, monitoring and control

Connections: Technology Changes

Industry specific ... Discussion

General ... AI, Robotics, IOT, Analytics



Thank you for your interest:

Feedback



Questions?

Next Steps?

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